

Arizona Department of Education  
School to Work

*New Program Criteria*



***1. COMMUNITY NEEDS HAVE BEEN ASSESSED: DATA INDICATES THAT THERE ARE OPPORTUNITIES FOR STUDENTS FOR EMPLOYMENT OR CONTINUED TRAINING IN THE BUSINESS PROGRAM AREA(S) OF:***

- ☐ *Accounting*
- ☐ *Business Information Technology Services*
- ☐ *Business Management & Administrative Services*
- ☐ *Financial Services*

Consider the following questions and others you identify as important when preparing to assess the needs for this program with members of the community:

Who are you including in your definition of "the community," what size sample from the community will be included in the survey and are there specific demographics of the community you want to include?

How will the research be conducted to assess the needs of the community?

Sample surveys are attached to assist you in assessing community needs for a new program.

1. Survey community interests.
2. Survey businesses for projected related jobs for this career.
3. Survey student interest.
4. Survey parental interests.

Source: Adapted from Local Program Success for Agricultural Education

After sufficient research has been completed, a summary report should be prepared justifying the need for the program. This research can be the basis for identification and involvement of stakeholders in addressing the remaining new program criteria.

*Business Education – Solutions for  
Your Success Today & Tomorrow*



## Community Questionnaire

**Teachers:** Give this form to community members to determine their wants & needs. Use this information to improve program.

**Community Member:** In an effort to help determine the future direction of business education in our school district, the purpose of this questionnaire is to illicit information from the community so that appropriate curriculum and program decisions can be made.

**Directions:** Place a mark in the appropriate box or respond in writing to the following requests.

1. Do you have a child (or children) in the \_\_\_\_\_ School District? YES \_\_\_\_ NO \_\_\_\_  
 If YES, indicate the grade level (s) \_\_\_\_\_  
 If NO, have you ever had a child in the \_\_\_\_\_ YES \_\_\_\_ NO \_\_\_\_
2. Indicate how important the following statements are to you: (*Check ones that apply*)

EI = Extremely Important  
 I = Important  
 O = No Opinion  
 MI = Minor Important  
 NI = Not Important

	EI	I	O	MI	NI
1. Lowering the dropout rate					
2. Including courses that meet university admission requirements					
3. Providing course options so students can be gainfully employed upon graduation					
4. Including student interests when designing curriculums.					
5. Offering a curriculum that allows students the option of post secondary education, employment or the military upon graduation.					
6. Applying academics in real world situations					
7. Learning academics in classroom environments					
8. Studying Business					
9. Studying Management					
10. Studying Information Technology					
11. Studying English and Writing					
12. Studying Marketing					
13. Studying Accounting					

Please return by \_\_\_\_\_ To: \_\_\_\_\_

*Business Education – Solutions for  
Your Success Today & Tomorrow.*



## Business Employment Survey

Teachers: Use this form to determine local and regional career trends, needs and skills for program planning.

Business Leaders: Please fill out this form and return to the business department to help us survey area career trends and needs.

### I. Identification

Date: \_\_\_\_\_

A. Name of Business \_\_\_\_\_

D. Person Providing Information: \_\_\_\_\_

B. Mailing Address \_\_\_\_\_

Position: \_\_\_\_\_

\_\_\_\_\_ E. Major function of Business: \_\_\_\_\_

C. Telephone No.: ( ) \_\_\_\_\_

### II. Employment Data: (Job titles requiring competencies in business).

Job Title	No. of Employees				Estimate No. of Employees in 5 Yrs.		Minimum Age for Employment	Educational Level	Monthly Wage/Salary	
	Part-time	Full-time	Part-time	Full-time	Part-time	Full-time			Beginning	Max.
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Choices Include: None, less than H.S., High School Graduate, 2-year college degree, some college, 4-year college degree, master's degree, doctorate degree.

Return to: \_\_\_\_\_

*Business Education – Solutions for  
Your Success Today & Tomorrow*



## Non-Business Student Survey

**Teachers:** use this form to gather information that can be used to ask and involve non-business students (and potential FBLA members) in the program.  
**Students:** Our business department would like your input in evaluating our program. Your suggestions are important. Thank you for taking the time to help us improve our program.

1. What level of education do you plan to complete?  
☐ High School    ☐ Trade/Technical School    ☐ College    ☐ Military Service
2. If applicable, what post-secondary school do you plan to attend? \_\_\_\_\_  
What will be your degree or field of study? \_\_\_\_\_  
What is your career goal? \_\_\_\_\_
3. How are you going to pay for your education? (*Check all that apply.*)  
☐ Scholarships    ☐ Part-time Employment    ☐ Military  
☐ Grants/Loans    ☐ Parents/Guardian Support    ☐ Not Applicable
4. What intracurricular, extracurricular, teams, clubs or organizations are you involved in? (*Check all that apply.*)  
☐ DECA/Skills USA/VICA/FCCLA    ☐ Band/Chorus    ☐ Booster Club  
☐ Varsity or Intramural    ☐ Language Clubs    ☐ 4-H  
☐ Cheerleading/Pompons    ☐ National Honor Society    ☐ Other: \_\_\_\_\_  
☐ Student Council/Gov't    ☐ Debate/Forensics
5. What is your reason for joining an organization or a school club? (*Rank in order of importance, the following items one to eight with a rank of one being most important and eight being least important.*)  

<input type="checkbox"/> Scholarships	<input type="checkbox"/> Friendship
<input type="checkbox"/> Travel	<input type="checkbox"/> Career and Leadership Skills
<input type="checkbox"/> Fun Activities	<input type="checkbox"/> Belong to a Group
<input type="checkbox"/> Recognition and Awards	<input type="checkbox"/> Being an Officer
6. What is the main reason you don't enroll in Business classes?      What is the main reason you don't Join the FBLA?  

<input type="checkbox"/> Scheduling conflict with other courses	<input type="checkbox"/> Can't afford the membership fee
<input type="checkbox"/> Guidance counselor discourages enrollment	<input type="checkbox"/> Not enough activities for involvement
<input type="checkbox"/> Not interested in a business career	<input type="checkbox"/> Member in too many other clubs
<input type="checkbox"/> Classes are not interesting or appealing	<input type="checkbox"/> Don't know what FBLA has to offer
	<input type="checkbox"/> Activities are not fun or interesting

*Business Education – Solutions for  
Your Success Today & Tomorrow*



## Student Interest Survey

**Teachers:** Copy and distribute this form to students enrolled in business. After they complete this form, use the information to determine if any instruction or program improvements is needed to meet their needs.

**Students:** Complete this form and return it to your business teacher.

A. Name: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
(Print) Last First Middle

B. Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_ C. Year in School D. Year enrolled in Business Program  
(circle one) 1 2 3 4

E. Course Title: \_\_\_\_\_ Teacher: \_\_\_\_\_

F. I am taking this business course because (*Check One*)

1. \_\_\_\_\_ I plan a career in Business
2. \_\_\_\_\_ Not a career, just an interest in Business
3. \_\_\_\_\_ Not interested, placed in class.

G. What career are you interested in? If your dream is not business, go ahead and name an occupation in business you would enjoy and put a star \* by it. (Example: \* forest ranger, elementary teacher).

H. Please indicate your plans after high school. (*Check One*)

- \_\_\_\_ 1. Go to work full time.  
     \_\_\_\_ a. No further education  
     \_\_\_\_ b. Some college

\_\_\_\_ 3. Go into military service.

\_\_\_\_ 4. Other: \_\_\_\_\_

- \_\_\_\_ 2. Go to college.  
     \_\_\_\_ a. community college  
     \_\_\_\_ b. four-year college  
     \_\_\_\_ c. technical college

I. List any involvement in business work experiences

Work	Hours per week
_____	_____
_____	_____
_____	_____

- \_\_\_\_ a. attend full-time  
     \_\_\_\_ b. attend part-time

J. List FBLA activities you would like to participate in as a member

Activity	Skill Development	Recognition
_____	_____	_____
_____	_____	_____
_____	_____	_____

- \_\_\_\_ a. business major  
     \_\_\_\_ b. non-business major

**Teachers:** Give this form to parents and community members to determine their needs and wants. Use this information to improve educational opportunities and involve parents in the local program.

Please return the completed form and comments to the business education department. Thank you for taking the time to help us improve our program.

- ☐ Guidance Counselor    ☐ Fellow Student or Sibling    ☐ FBLA  
☐ 8<sup>th</sup> grade Presentation    ☐ Promotional Materials    ☐ Parent/Guardian  
 Other: List \_\_\_\_\_

3. Do you feel your child is being adequately prepared for a career through involvement in this program?  
☐ Yes ☐ No

6. What is the highest level of education you have completed?  
 \_\_\_ K-6 \_\_\_ Junior High \_\_\_ High School \_\_\_ Trade/Technical School \_\_\_ College

9. Which courses offered through the business education program do you feel are most worthy of your child's time and effort? Please list course offerings. \_\_\_\_\_

10. If you could add a course offering to the business program, what would it be? \_\_\_\_\_.

**Parent Guardian Survey Con't....**

11. Yes, I would be interested in supporting the business education department and FBLA.

☐ Guest Classroom Speaker  
☐ Chaperone of Field Trips  
☐ Classroom Tutor  
☐ No, I am not interested

☐ Competition Coach  
☐ Competition Judge  
☐ Advisory Committee Member

12. Are you currently an FBLA Alumni member? ☐ Yes ☐ No

If "No" would you be interested in receiving information on membership? ☐ Yes ☐ No